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Decorations, Awards, and Honors

Incentive Awards

For the CG, USAREUR/7A:

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Summary. This supplement prescribes policy, procedures, and responsibilities for managing the Incentive Awards Program for U.S. civilian employees and volunteers, military spouses, and host-nation officials in the European theater.

Applicability. This supplement applies to—

- U.S. employees assigned to or in support of USAREUR or IMA-Europe who are paid from appropriated funds.
- U.S. employees assigned to USAREUR or IMA-Europe who are paid from nonappropriated funds according to AR 215-3, chapter 9, unless otherwise noted.
- Employees assigned to or covered by appropriate personnel servicing agreements.
- Volunteers, military spouses, host-nation officials, and other private citizens eligible for public service recognition.

Supplementation. Organizations will not supplement this supplement without USAREUR G1 (AEAGA-CE) approval.

Forms. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this supplement must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System Web site at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this supplement is the USAREUR G1 (AEAGA-CE, DSN 375-2524). Users may suggest improvements to this supplement by sending DA Form 2028 to the USAREUR G1 (AEAGA-CE), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

AR 672-20, 29 January 1999, is supplemented as follows:

Contents. Add the following where appropriate:

1-4.1. USAREUR Responsibilities

2-9. Processing Approved Awards

8-16. Informal Recognition Awards (Memory Value and Trophy Value)

Table 10-1. LOS Approval Authorities

Chapter 1, Introduction. Add paragraph 1-4.1 as follows:

1-4.1. USAREUR RESPONSIBILITIES

The USAREUR G1 is responsible for providing guidance, program leadership, and overall staff supervision of the Army in Europe Incentive Awards Program.

Paragraph 1-5a, Approval Authority. Add the following:

In the Army in Europe, approval authority for civilian honorary awards below the Meritorious Civilian Service Award (MCSA) is delegated to the DCG/CofS, USAREUR/7A.

Paragraph 2-1j, Program Administration. Add the following:

Honorary and public service award nominations forwarded for approval by the CG, USAREUR/7A, must be timely. A memorandum of lateness is required when an employee has departed the organization or when there is not enough time to process the award before the employee's departure. The memorandum from the nominating official will state the reason for the late submission. For processing timelines, refer to the USAREUR Civilian Honorary and Public Service Awards Processing Guide (to be published).

Paragraph 2-1m, Program Administration. Add subparagraphs (1) through (3) as follows:

(1) HQ USAREUR/7A staff principals may only recommend approval for award nominations by signing DA Form 1256, part IV, block 11, for those awards requiring approval by the CG or DCG/CofS, USAREUR/7A. Only those individuals who have been designated to "act for" the staff principal may sign an award nomination on his or her behalf.

(2) DA Form 1256 is not required for monetary awards under \$10,000. The employee's organization will initiate a request for personnel action (RPA) in the Defense Civilian Personnel Data System (DCPDS) and attach the justification for the award. If a manager outside the employee's chain of command nominates the employee for an award, the required coordination with the immediate supervisor must be part of the justification. If there is a monetary value attached to the award, a fund cite authorization from the nominating organization must be included in the justification. A copy of the RPA and justification must be filed by the approving organization for audit purposes.

(3) Nominations forwarded for review by the Army in Europe Incentive Awards Review Board (IARB), or for signature by the CG or DCG/CofS should be sent electronically. The justification and citation must be sent in a Word document and forwarded to the Army in Europe IARB Executive Secretary.

Paragraph 2-2b, Equal Employment Opportunity and Adverse Action Certification. Add the following:

Nominating officials are responsible for including EEO and civilian personnel advisory center (CPAC) certification for all award nominations submitted for approval. In the absence of the EEO chief, the EEO specialist "acting for" the EEO chief may certify that the employee's records have been reviewed by signing on his or her behalf. In the absence of the CPAC chief, an employee relations specialist may certify that the employee's records have been reviewed by signing "for" the CPAC chief. If the IARB or the award approval authority disagrees with the nominator's determination, the package will be returned to the nominator with documented reasons for the disapproval.

Paragraph 2-4, Eligibility for Awards. Add subparagraphs i and j as follows:

i. Contractors are not eligible for monetary, honorary, or public service awards. The nominating organization may recognize contract employees by preparing a letter of commendation or by sending a letter to the employing contractor recommending appropriate recognition. A USAREUR Scroll of Appreciation (AE Form 600-8-22B) may also be used to recognize contract employees.

j. Accumulated sick leave will not form the basis for an honorary or monetary award.

Paragraph 2-7a, Establishment and Organization. Add subparagraph (3) as follows:

(3) A formal Army in Europe IARB will make recommendations on incentive award nominations requiring approval by the CG or DCG/CofS, USAREUR/7A. The IARB will also provide advice on matters relating to incentive awards policy. The IARB will have primary and alternate members from various HQ USAREUR/7A staff offices; United States Army Contracting Command, Europe (USACCE); and Headquarters, United States Army Installation Management Agency, Europe Region Office (IMA-Europe). The charter of the Army in Europe IARB is that—

(a) Key members of HQ USAREUR/7A, USACCE, and HQ IMA-Europe are voting members; the Executive Secretary, IARB, does not vote.

(b) Regular meetings will be held to review civilian honorary, public service, and cash awards for approval at HQ USAREUR/7A. The board will review nominations for the following awards:

1. Decoration for Exceptional Civilian Service Award.
2. Decoration for Distinguished Civilian Service Award.
3. Meritorious Civilian Service Award (MCSA).
4. Superior Civilian Service Award (SCSA).
5. Cash awards in excess of \$10,000.

(c) Award nominations (according to AE Reg 672-1) will be reviewed for inclusion in the annual incentive awards ceremony. Nominations for the MCSA may be submitted at any time during the year or, on request by the organization, may be held for presentation at the next ceremony.

Paragraph 2-7, Incentive Awards Committees. Add subparagraph d as follows:

d. Approval Authority. All award nominations requiring approval by the CG or DCG/CofS, USAREUR/7A, must be forwarded through the IARB Secretary and the USAREUR G1. The nomination package must include the DA Form 1256, justification, citation, history of awards, and EEO and CPAC certifications.

Chapter 2, The Army Incentive Awards Program. Add paragraph 2-9 as follows:

2-9. PROCESSING APPROVED AWARDS

a. Certificates for HQDA-level awards will be prepared by HQDA. The IARB Executive Secretary will prepare certificates requiring the signature of the CG or DCG/CofS, USAREUR/7A. All other certificates will be prepared by the employing organization.

b. The servicing CPAC will regularly provide organizational supervisors with rosters of employees eligible for length-of-service (LOS) certificates to ensure prompt preparation and presentation.

c. Commanders and HQ USAREUR/7A staff officers may requisition stocks of blank certificates and purchase medal sets. Medals may be ordered from <http://ct.dscp.dla.mil/ascot/>.

Paragraph 4-2a, Special Act or Service Awards. Add subparagraph (7) as follows:

(7) This award is appropriate for group or team recognition. Tables 7-1 and 7-2 must be used in assessing the amount of a group award. The amount will be equally distributed among the members of the group or pro-rated based on the individual contribution of the group or team members.

Paragraph 4-4, On-the-Spot Cash Award. Add the following:

The OTS cash award is a small Special Act or Service Award (\$50 to \$500) that may be given by a supervisor for day-to-day accomplishments of subordinate employees.

Paragraph 4-5, Time Off Award. Add subparagraphs i and j as follows:

i. TOAs will not be granted to create a holiday, military “down day,” or training holiday for groups of civilian employees. Supervisors will not direct the use of TOAs for any specific time or day, whether for an individual or a group of employees.

j. An unused TOA may not be transferred to another DOD or Federal agency.

Paragraph 8-1, Federal Honorary Awards. Add subparagraphs a through c as follows:

a. Nominations for awards in this chapter should generally be only for those accomplishments achieved while at the current organization. If the period of service recognized includes accomplishments from another organization, concurrence from that organization is required. This concurrence must be documented and included as part of the nomination package.

b. Nominating officials must forward approved award documentation to the servicing CPAC for inclusion in the employee’s official personnel file.

c. Nominations for approval by the Secretary of the Army should be submitted within 4 months after completion of the act or period being cited to meet HQDA processing requirements.

Paragraph 8-14b, Armed Forces Civilian Service Medal. Add the following:

The Department of the Army has added the following qualifying designated operations:

- (1) Provide Comfort.
- (2) Joint Guard.
- (3) Joint Forge.
- (4) United Nations Missions (Haiti).

Paragraph 8-14, Armed Forces Civilian Service Medal. Add subparagraph f as follows:

f. Commanders who are colonels (06) and above, and civilian supervisors who are GS-15 and above have approval authority to grant the Armed Forces Civilian Service Medal.

Chapter 8, Honorary Awards. Add paragraph 8-16 as follows:

8-16. INFORMAL RECOGNITION AWARDS (MEMORY VALUE AND TROPHY VALUE)

a. Activity officials may grant informal recognition awards. Review and processing by the Army in Europe IARB is not required. Officials have the authority to procure nominal cost items such as plaques, mugs, and paperweights.

b. Non-monetary items of recognition can be designed to emphasize an organization’s logo or team goals.

c. Activities will use the USAREUR Scroll of Appreciation to the maximum extent possible to recognize service, acts, and achievements not warranting an Army decoration.

Paragraph 9-1, Awards for Public Service. Add the following:

Volunteers, military spouses, host-nation officials (such as mayors and fire marshals), and other private citizens make tremendous contributions to the Army in Europe and should be nominated for public-service awards for their support. In addition to awards specified in the basic AR, the United States Army, Europe, Scroll of Appreciation (AE Form 600-8-22B) may be used for this recognition.

Paragraph 9-2, Decoration for Distinguished Civilian Service. Add the following:

NOTE: Nominations for this award should be submitted within 120 days after completion of the act or period being cited.

Paragraph 10-2, Coverage. Add subparagraph d as follows:

d. Requests for 50-year length of service (LOS) recognition must be sent through the servicing CPAC to the USAREUR G1 (AEAGA-CE) for CG, USAREUR/7A, signature.

(1) Employees who receive LOS certificates should be recognized in appropriate presentation ceremonies. Requests to have 50-year LOS certificates presented at the CG, USAREUR/7A, annual incentive awards ceremony must be submitted to the Army in Europe IARB Executive Secretary.

(2) The submission must be prepared according to the requirements in AE Regulation 672-1.

(3) Table 10-1 shows LOS approval authorities.

Table 10-1 LOS Approval Authorities	
MILESTONE (Years)	APPROVAL AUTHORITY
5, 10, 15, and 20	Director, division chief, or equivalent official
25	Lieutenant colonel and above, or civilian equivalent
30, 35, 40, and 45	CG, USAREUR/7A (pre-signed certificates in CPD)
50	CG, USAREUR/7A (for original signature)

Appendix A, section I, Required Publications. Add the following:

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 215-3, Nonappropriated Funds Personnel Policy

AE Regulation 10-5, HQ USAREUR/7A Organization and Responsibilities

AE Regulation 672-1, Army in Europe Annual Incentive Awards Ceremony

Appendix A, section IV, Referenced Forms. Add the following:

DA Form 2028, Recommended Changes to Publications and Blank Forms

AE Form 600-8-22B, Scroll of Appreciation

Glossary, section I, Abbreviations. Add the following:

AE	Army in Europe
AR	Army regulation
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CPAC	civilian personnel advisory center
DA	Department of the Army
DCG/CofS, USAREUR/7A	Deputy Commanding General/Chief of Staff, United States Army, Europe, and Seventh Army
DCPDS	Defense Civilian Personnel Data System
DOD	Department of Defense
G1	Office of the G1, HQ USAREUR/7A
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IARB	incentive awards review board
IMA-Europe	United States Army Installation Management Agency, Europe Region Office
LOS	length of service
MCSA	Meritorious Civilian Service Award
RPA	request for personnel action
SCSA	Superior Civilian Service Award
USACCE	United States Army Contracting Command, Europe
USAREUR	United States Army, Europe, and Seventh Army